

POSITION DESCRIPTION

POSITION:	Project Administrator (1.0 FTE)
LOCATION:	Governor's Office for Children, Youth and Families Governor's Division for Substance Abuse Policy Phoenix, AZ
UNDER DIRECTION OF:	Access to Recovery Project Director, GDSAP
SALARY:	\$45,000 to \$55,000

DESCRIPTION OF DUTIES: Responsible for supporting the planning, administration, and oversight of a federal grant, as awarded to Arizona. The grant will enhance and strengthen individual choice for both substance abuse treatment and recovery support services for individuals with methamphetamine-related substance use disorders who are involved in one of seven (7) participating Adult Drug Courts located in urban and rural areas statewide and in two (2) tribal communities.

Project Coordinator manages daily operation of the project to include, but not limited to:

- Working with the Arizona Administrative Office of the Courts (AOC) to develop, implement, and monitor the voucher system that will guarantee genuine, free, and independent choice among eligible clinical treatment and recovery support service options;
- Assisting in establishing the eligibility criteria for clients to receive vouchers for clinical treatment and recovery support services;
- Assisting in developing eligibility criteria for provider organizations, both clinical treatment and recovery support services;
- Monitoring the operation and effectiveness of the voucher system jurisdiction through the timely reporting of data;
- Ensuring that Drug Courts and tribal jurisdictions arrange for administering the assessments in a timely manner, provide clients the opportunity to have a choice, appropriately disperse vouchers, and follow-up for compliance;
- Guaranteeing all federal GPRA reporting requirements are met; and
- Developing and maintaining collaborative relationships between AOC, the Drug Courts, participating clinical treatment and recovery support services providers.
- Collaborating with Pima Prevention Partnership in coordinating and conducting technical assistance as needed.

KNOWLEDGE, SKILLS and EXPERIENCE:

- Minimum BA in public administration, social and/or public policy, Masters preferred.
- Direct experience with federal contracts and grants, award regulations and principles, and government procurement procedures.
- Experience in the state systems and areas associated with adult criminal justice, behavioral health, and substance abuse policy.
- Experience with contract monitoring, including federal and state funding streams.
- Self motivated, ability to work independently and as a team.
- Excellent organizational skills, communication skills, and ability to present information in a clear and concise manner.